



# **Division of Aging Services**

## **State Review Guide**

**for**

### **Nutrition Service Program HCBS – Section 304.8 Part E – Registered Dietitians**

**PSA/County:** \_\_\_\_\_ **Site/Provider:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Revised November 18, 2004**

# **Nutrition Review Guide Purpose, Service Definitions and Abbreviations/Acronyms**

## **Purpose and Scope:**

This review guide is designed to assist Area Agencies on Aging in measuring the compliance and performance of providers of HCBS Nutrition Services.

Area Agencies shall contract only with qualified agencies, properly licensed food vendors, and licensed registered dietitians (or individuals with comparable expertise) for the provision of these nutrition services. An Area Agency providing these services directly shall be accountable to the same rules, regulations and compliance measures and is subject to being monitored by the Division of Aging Services using this review guide.

**This review guide is divided into sections relative to activities and requirements as described in Manual Section 304 – Nutrition Program Guidelines and Requirements. It is the responsibility of the AAA to determine the review guide section or sections required to monitor a service provider or a service appropriately.**

## **Review Guide Sections:**

- **Part A, Section 304.3 - Congregate Nutrition Program Description and Performance Requirements**
- **Part B, Section 304.4 - Home Delivered Meal Program Description and Performance Requirements**
- **Part C, Section 304.5 - Requirements for Meals**
- **Part D, Section 304.6 - Administrative Responsibilities of Nutrition Service Providers**
- **Part E, Section 304.8 - Registered Dietitians**
- **Part F, Section 304 - Nutrition Education, Nutrition Screening, and Nutrition Counseling**
- **Part G - Appendix A**
- **Part H - Nutr-HCBS 304 client check sheets (Excel Spreadsheet)**

## **Abbreviations and Acronyms (Peculiar to this guide/Service/Program):**

AAA	Area Agency on Aging
ADL	Activities of Daily Living
AIMS	Aging Information Management System
CBA	County Based Agency
DON-R	Determination of Need - Revised
DAS	Division of Aging Services
DHR	Department of Human Resources
FN	Footnote
IADL	Instrumental Activities of Daily Living
NSI	Nutrition Screening Initiative
RD	Registered Dietician
UCM	Uniform Cost Methodology

## **Section 304.8 – Registered Dietitians**

### **ITEMS TO BE COMPLETED PRIOR TO ON-SITE REVIEW**

It is suggested the monitor to complete the following tasks and review guide items before making the on-site visit. Items are identified with an asterisk (\*) in the review guide.

<b><i>Item #</i></b>	<b><i>Review Guide Item</i></b>	<b><i>Action Required</i></b>	<b><i>Purpose</i></b>	<b><i>Completed</i></b>
1.	All Items	<i>Review Previous Monitoring Reports</i>	To become familiar with past performance issues (if applicable).	Yes _____ No _____
2.	All Items	<i>Review Contract and any applicable Subcontracts</i>	To become familiar with contracts and services to be provided.	Yes _____ No _____

Number	Section Cited	Compliance Statement	Yes/ No/ N/A Comments
1.  <i>*NOTE – One or more of the review guide sections for Manual Section 304 may be required to adequately monitor a service provider and/or a service.</i>	304.8.a and *304.5	<p><b><u>Registered Dietitians.</u></b></p> <p>The Registered Dietician or individuals of comparable expertise who fulfill the requirements of Section 304.8 is employed or contracted by:</p> <p>(1a) Area Agency on Aging: _____ <b>OR</b> Food Vendor/Provider:_____</p> <p style="padding-left: 150px;">Employee: _____ <b>OR</b> Contract: _____</p> <p>(1b) Registered Dietician? Yes _____ No _____</p> <p>(1c) If not a RD, what qualifies this person to perform these duties?</p> <p>(1d) Name of person responsible for menu review and certification for the AAA:</p> <p>(1e) License Number and Expiration Date of the above, if applicable:</p> <p>(2a) Name of Dietician responsible for menu preparation and certification for the food vendor:</p> <p>(2b) License Number and Expiration Date of the Dietician for the food vendor:</p> <p><b>Monitor’s Findings/Comments:</b></p>	<p>(1) Yes ____ No ____ N/A ____  Comments:</p> <p>(2) Yes ____ No ____ N/A ____  Comments:</p>

Number	Section Cited	Compliance Statement	Yes/ No/ N/A Comments
2.	304.8.b. 1 -8; 304.8.a and *304.5	<p><b><u>Registered Dietitians:</u></b> Duties of the dietitian include, but are not limited to: (1) Menu planning, (2) Development of standardized recipes and nutritional analysis, (3) Training, (4) Nutrition education, (5) Technical assistance, (6) Nutrition screening and intervention, (7) Nutrition counseling, and (8) Program monitoring, planning and evaluation.</p> <p><i>Note: Monitor, proceed with this item if registered dietitian services are provided through a contract, subcontract, purchase of service agreement, or contract employee agreement. However, if registered dietitian services are provided by an employee of the AAA, files shall be maintained as such for monitoring by the State.</i></p> <p><i>Monitor – request to review files for: Menu planning meetings and trainings, food preparation/kitchen and nutrition site staff, volunteers, and participants, to include training materials on food safety, portion control, nutrition, sign-in sheets, etc; nutrition material handouts for congregate and home delivered meal participants; documentation of technical assistance provided and nutrition screening and counseling sessions.</i></p> <p><b>Monitor’s Findings/Comments:</b></p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>